

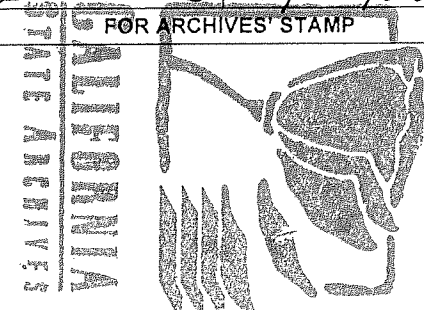
## RECORDS RETENTION SCHEDULE

GC 28196

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Developmental Services		(2) AGENCY BILLING CODE 86220		(3) PAGE 1 OF 3 PAGES
(4) DIVISION/ BRANCH/ SECTION Community Services and Support Division/Children and Family Services Branch		(5) ADDRESS 1600 Ninth Street, Room 330, Sacramento, CA 95814		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 2008-3	(10) SCHEDULE DATE February 1, 2008	(11) NUMBER OF PAGES 3	(12) CUBIC FEET (Total Schedule) 32
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 2003-1	(14) APPROVAL NUMBER 03-011	(15) APPROVAL DATE (S) February 14, 2003	(16) PAGE NUMBER(S) REVISED – 1 3
(17) MISSION/FUNCTIONAL STATEMENT To promote the health and development of children, adults and families by ensuring quality services and support.				
PART I – AGENCY STATEMENTS				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS <i>Rich Ingraham</i>		(19) TITLE Manager, Children and Family Services Branch,	(20) PHONE NUMBER (916)654-2205	(21) DATE SIGNED 2-5-08
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE- RECORDS MGMT. ANALYST <i>Chris G. Zotalis</i>	(23) CLASSIFICATION Records Management Analyst II	(24) NAME (Printed or Typed) Chris G. Zotalis	(25) PHONE NUMBER (916) 654-2893	(26) DATE SIGNED 2-5-08
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)				
(27) SIGNATURE - CalRIM CONSULTANT <i>Ramona M. Gutierrez</i>		(28) APPROVAL NUMBER 08 058	(29) DATE SIGNED 2-22-2008	(30) EXPIRATION DATE 2/22/2013
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives				
(32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Andrew Bailex, Archivist</i>		(34) DATE SIGNED 3/6/08		



ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

1	8		Local Planning Area Contract Files (FRC)	P		Active		3 years	Active + 3 years		Active until contract ends and then retain for three years. This timeframe is consistent with what was requested by contractors.
2	1		Budgets (Including Monthly Financial Status Reports)	P		Active		3 years	Active + 3 years		Same as Item 1.
3	1		CEI TAN Contract File (California Early Intervention Technical Assistance Network) (WestEd)	P		Active		3 years	Active + 3 years		Same as Item 1.
4	1	NOTIFY ARCHIVES	Public Law 99-457 Documents (Federal Register, Regulation changes, Guidelines, and Public Hearings)	P		Active		3 years	Active + 3 years		Same as Item 1.
5	1		Interagency Agreement Contract Files (CDE, DHCS, OAH, WestEd)	P		Active		3 years	Active + 3 years		Same as Item 1.
6	2	NOTIFY ARCHIVES	Special Study Contract Files, Special Study Contractor (Final Reports, Surveys)	P		Active		3 years	Active + 3 years		Same as Item 1.
7	1	NOTIFY ARCHIVES	Early Intervention Program Memorandum (ESPM)	P		Active		3 years	Active + 3 years		Same as Item 1.
8	1	NOTIFY ARCHIVES	Office of Special Education Program Memos (OSEP)	P		Active		3 years	Active + 3 years		Same as Item 1.
9	2		Regional Center Documentation	P		Active		3 years	Active + 3 years		Same as Item 1.
10	1		Federal Grant Application and related materials	P		Active		3 years	Active + 3 years		Same as Item 1.
11	1	NOTIFY ARCHIVES	Chronological Files	P		Active		3 years	Active + 3 years		Same as Item 1.

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						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

12

12

Total  
Cubic  
Feet=  
32Transcripts for Due Process Hearings (OAH  
Files)

P

Active

7  
yearsActive  
+ 7  
yearsExempt from disclosure per the Public Record  
Act. Section 6254 (c, k). Information and  
records shall be disclosed only in cases stated  
in Welfare and Institutions Code, Section 4514.

DESTRUCTION: Confidential shred.

Record items that are not listed on this  
Retention Schedule any longer, are now listed  
for all Divisions records on the Department's  
General Schedule:

STD 73 Records Retention Schedule.

STD 71 Records Transfer List.

DS 2168 Bi-Annual Report on Records  
Holdings and Destruction.Discontinued record items from previous  
schedule;

Item 5: Section 28 documents

Item 13: Direct Services

Item 14: Interagency Maps

Item 15: Special Study Contractor (Final  
Report)